



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

William K. Phelan, Treasurer  
Scars Political Action Committee  
3333 Beverly Road, BSC: B5-114B  
Hoffman Estates, IL 60179

FEB 16 2002

Identification Number: C00038612

Reference: Mid-Year Report (1/1/01-6/30/01)

Dear Mr. Phelan:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the amount and frequency of each payroll deduction. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

Any amendment or clarification should be filed with the Federal Election Commission. Electronic filers must file amendments in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Scott Walker  
Reports Analyst  
Report Analysis Division

## PAYROLL DEDUCTIONS

SCHEDULE A (FEC Form 330)		FOR LINE NUMBER (PAGE 1 OF 1)	
ITEMIZED RECEIPTS		Use separate receipt(s) for each category of the Detailed Summary Page	
Any information claimed from both Receipts and Statements may not be used by any person for the purpose of raising contributions or for campaign purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (In Full)			
Critical Reason Inc. PAC			
A. Name (Last, First, Middle Initial)		Date of Receipt	
Kurt, Immanuel		11/11/94	
Mailing Address		Amount of Each Receipt for Period	
8 Critique Ave		90.00	
City State Zip Code		(\$18 biweekly) <sup>2</sup>	
Kannapolis NC 28083			
FEC ID number of contributing federal political committee		Aggregate Year-to-Date Y	
C		288.00	
Name of Employer		Occupation	
Critical Reason Inc.		Executive Officer	
Receipt For:		Aggregate Year-to-Date Y	
<input type="checkbox"/> Primary <input type="checkbox"/> General			
<input type="checkbox"/> Other (specify)			

**Adding Extra Text/Explanation:** When using FDCFile electronic filing software, this information can be entered using the "memo text" window. To make a "memo text" entry, select the "View" menu on the FDCFile toolbar. Select "All Transactions." Single click (highlight) the transaction to which the "memo text" will be attached. Then select the "Edit" menu on the toolbar and select "memo text."

<sup>2</sup>When using FDCFile electronic filing software, enter this information in the "description" field.

### Categorizing Receipts

Before beginning to itemize the committee's receipts, separate them into the different categories listed on the Detailed Summary Page ("Contributions from Individuals," "Contributions from Political Committees," etc.; an illustration of a completed Detailed Summary Page appears on pages 54-55). The receipts in each category must be itemized on a separate Schedule A designated for that category.

Indicate the type of receipt itemized on a particular Schedule A by checking the box for the corresponding line number from the Detailed Summary Page where indicated in the upper right corner of the schedule. The appropriate category of receipt may also be written at the top of each page.

Some categories may require several pages. The total for each category should be entered on the bottom line of the last page for that category.

### Itemized Information

For each itemized contribution, provide:

- The full name and address (including zip code) of the contributor or other source;
- The name of the contributor's employer (if the contributor is an individual);

- The contributor's occupation (if the contributor is an individual);
  - The date of receipt;
  - The amount; and
  - The aggregate year-to-date total of all receipts (within the same category) from the same source. 104.3(a)(3).
- The space indicating the election for which an itemized contribution was made ("Receipt For") does not apply to SSFs; leave those boxes blank.

#### Special "Employer" Information

If a contributor is self-employed, that should be recorded in the Employer space. If a contributor is not employed, the Employer space should be left blank, but the Occupation space should always be completed (e.g., "unemployed," "retired," "homemaker").

#### Best Efforts Required

Note that committees and their treasurers must use "best efforts" to obtain and report the information listed above. See page 36 for more information.

### Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, type "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.3(b).

**EXAMPLE:** During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(i) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See Item A in the illustration above.)

